

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE To be Submitted to the Records Management Division Hall of Records Commission

SCHEDULE
NO.

455

PAGE
NO.

1

1. Requesting Agency

BALTIMORE CITY POLICE DEPARTMENT

2. Division or Bureau of Requesting Agency

Administrative Bureau

3. Authorization Requested (Check only one of the squares below).



A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.



B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.



C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1 PROCEEDINGS OF THE POLICE COMMISSION (COMMISSIONER)

Size: 10" x 18" x 2"

Quantity: 85 vols.

Dates: 1875-1966; DISCONTINUED

File Arrangement: Numerical by volume number

Index: 1 vol., 1875-1915; also internal indexes in some volumes

Prior to June 1, 1920, the Police Department was governed by a Board of Police Commissioners. The actions taken at Board meetings were recorded under the title "Proceedings," although the record is simply an annotated memorandum of decisions and subsequent action.

In 1920, a single Commissioner succeeded the Board (Laws of Maryland, 1920, Chapter 559). The "Proceedings" were continued in somewhat the same style, becoming a daily record or log of decisions and activities of the Commissioner, containing General Orders relating to assignments and reassignments, commendations and transfers, injuries to officers, trials and retirements, pensions and widows' allowances, recommendations, donations, and other police matters requiring action by the Commissioner.

In the departmental reorganization of 1966, the "Proceedings" were discontinued, and the agenda of the meetings of the Commissioner with his Deputy Commissioners became the official record.

Since the top administrative officials are appointed by the Governor, the "Proceedings" are considered State records and would be deposited in the Hall of Records according to the recommendation below. However, the Police Commissioner should retain copies of the "Proceedings" which have administrative or legal value to his office until such value ceases, after which time they should be transferred to the Hall of Records.

RECOMMENDATION: RETAIN PERMANENTLY. TRANSFER TO THE HALL OF RECORDS.

(continued)

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

OCT 27 1967

Date

Archivist

Nov. 13, 1967

Date

Secretary

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2	<p>OPINIONS OF THE ATTORNEY GENERAL, COUNSELS, AND STATE'S ATTORNEYS</p> <p>Size: 8½" x 11" 3" Quantity: 4 vols., 3 post binders Dates: Jan. 1, 1890... File Arr.: Chronological</p> <p>From January 1, 1890, to September 8, 1916, legal opinions relating to the Baltimore City Police Department were rendered by State's Attorneys and by the several private counsels appointed from time to time to serve the Police Boards and Police Commissioners. After establishment of the Law Department in 1916, all opinions issued from the Attorney General.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p>	
3	<p>GENERAL CORRESPONDENCE FILE (ADMINISTRATIVE FILE)</p> <p>Size: Letter-size Quantity: 44 letter-size file drawers Dates: 1924... File Arr.: (1) Numerical; (2) Subject-oriented, alpha-numerical Index: 3" x 5" card index to subject or name, and to file number; 29 card-file drawers</p> <p>In 1967, during the reorganization of the Department, the correspondence files formerly under the jurisdiction of the Secretary to the Commissioner were placed in the Administrative Bureau. In 1951, while under the Secretary, these files were microfilmed for the period 1914-1924, and no attempt was made to eliminate ephemeral material or duplicate copies. Subsequently eight file drawers, following 1924, were culled of excess papers, reducing the quantity of material to be filmed to three drawers. Although the microfilming program was not continued at that time, the result of the elimination indicates that there is a great deal of duplication and ephemeral material that could be disposed of by periodic review and removal of such papers from the active files. Very little general correspondence is of permanent value, and microfilming these files in their entirety is not recommended.</p> <p>The employee in charge of the files should be familiar with the type of material having continuing administrative or legal value to the office, so that a retention period for such material could be determined, whether for a short term or a long, permanently in original form or on film (Recommendation "A" below). Material having little or no value should be equally easy to identify. (Recommendation "B").</p> <p>Therefore the only problematical material is that which might have historical significance or could develop future research value. Material of possible historic value should be offered to the Hall of Records for deposit in the State archives; if rejected, it would then come under the provisions of Recommendation "B" for disposal. Material which might develop future reference value should be removed periodically from the active files and held for three years in inactive status, during which time a record of the incidence of reference</p>	(continued)

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3 (cont.)	<p>should be kept so that a true evaluation may be made of its retention value.</p> <p>Multiple copies and all printed or mimeographed material are considered nonrecord and may be destroyed as soon as no longer needed by the office.</p> <p>RECOMMENDATION: A. CORRESPONDENCE AND PAPERS HAVING PERMANENT LEGAL OR ADMINISTRATIVE VALUE ARE TO BE RETAINED IN THEIR ORIGINAL FORM, OR ON MICROFILM WITH THE ORIGINAL RECORDS DESTROYED.</p> <p>B. AFTER THREE YEARS IN THE CURRENT FILE, REMOVE ALL CORRESPONDENCE AND PAPERS NOT DESIGNATED AS PERMANENT TO INACTIVE STATUS FOR A PERIOD OF THREE MORE YEARS, AFTER WHICH SUCH MATERIAL MAY BE DESTROYED, IF A LONGER PERIOD OF REFERENCE VALUE HAS NOT BEEN ESTABLISHED.</p>	
4	<p>GENERAL ORDERS</p> <p>Size: 8½" x 11", and legal size Quantity: 125 cu. ft. (vault) Dates: c. 1890... File Arr.: Chronological</p> <p>General Orders have been issued by the Police Commissioners and, after 1920, by the Commissioner, for the regulation and government of police personnel and the Department. These Orders have been noted or recorded in full in the Proceedings (Item 1). The greatest quantity of Orders refer to individuals and are found within the individual personnel records filed in the Personnel Division.</p> <p>General Orders relating to policy and administration should be retained permanently in the Administrative Division. The recommendation below refers only to Orders relating to the government of individual personnel, which information is also available in the Personnel Division.</p> <p>RECOMMENDATION: RETAIN GENERAL ORDERS RELATING TO INDIVIDUAL PERSONNEL FOR THREE YEARS, THEN DESTROY.</p>	